



About the Document

name	Presentation-Style Interview Questionnaire
owner	HR
access & use	Hiring Managers
what it is	<p>Print-ready form template for creating structure and interview questions for presentation-style interviews, typically used for more senior positions.</p> <p>The candidate is asked in advance to prepare and deliver an informal presentation based on pre-determined criteria.</p>
who uses it	<ul style="list-style-type: none"> ◆ Hiring Manager creates the interview questionnaire. ◆ Each member of the Interview Panel uses it to ask questions during an interview and record notes.
used with	<ul style="list-style-type: none"> ◆ TA-MGR-5520-M. Position Applicant Tracking Spreadsheet ◆ I-ALL-2540-M. Q & A Style Panel Interview Questionnaire ◆ IV-ALL-2520-R. Sample Interview Questions

Why This Process is Important

It's important that thoughtful preparation goes into the criteria required of the candidate in a presentation interview, and in the questions asked after the presentation. Candidates should be given the same presentation criteria and should be asked roughly the same questions.

Questions must be tailored to the success traits required for the position. We don't want to waste the time of candidates or Interview Panel Members by conducting an interview that doesn't help us discern the likelihood of success for one candidate versus another.

Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ Table cells will expand to accommodate any length of text.

- ◆ If required, you can copy and paste to add additional rows to the tables. To maintain the correct formatting when pasting, click the small arrow beneath the **Paste** command and select the **Insert as New Rows** option.

Instructions

1. Save a copy of the questionnaire template to the working directory for the position.
2. At the top of page 1, customize the **Position** and **Interview Panel** information for the position.
3. In the **Candidate Instructions** section (OPTIONAL):
An example script sent to the candidate is provided.
 - Update the placeholder script with the instructions you sent to the candidate. This will be a useful summary for panel members to refer to during the interview.
 - Delete this section if you prefer not to include it.
4. In the **Part 1 – Presentation Criteria** section (page 3).
Example questions and presentation criteria are provided that match the sample **Candidate Instructions** section.
 - Replace the example questions to match the questions and criteria you sent to the candidate.
5. In the **Part 2 – Panel Interview Questions & Success Factors** section:
Example questions are provided in this section.
 - a. Identify 10-12 position success factors to be evaluated in the interview. Refer to the Position Job Description for a list of success factors for this position.
 - b. Record one success factor for each question (in brackets).
 - c. Replace the example questions with questions that address the success factors you have identified.
 - Write an interview question to evaluate a candidate's ability to demonstrate that success factor. Refer to *IV-ALL-2520-R. Interview Questions* for examples of interview questions grouped by common success factors. Don't ask a candidate the same questions as in a previous interview unless there are new Panel Members present who would likely want to hear the candidate answer that question.
 - Assign questions to Interview Panel Members so that everyone knows their role during the interview.
6. Return to the **Summary** section (page 1):
 - a. Update the **Presentation Criteria** to match the questions in the **Part 1 – Presentation Criteria** section.

- b. Update the **Q&A Success Factors** to match the questions you created in the **Part 2 – Panel Interview Questions & Success Factors** section.
 - c. Insert additional rows as necessary.
 - d. Leave the **Rating** and **Comments** sections blank – Interview Panel Members will fill in this information after the interview.
7. Email a copy of the questionnaire to Interview Panel Members in advance so they have a chance to review and comment on the questions asked.
8. If the questionnaire will be printed and Interview Panel Members will not be using laptops to complete the form during the interview:
 - Leave room in the answer rows for handwritten comments and answers.
 - Print a copy for every candidate that will be interviewed for each Interview Panel Member.
9. Remind Interview Panel Members that their annotated interview questionnaires will be collected at the end of interview and kept in the recruitment file as evidence to support the final hiring decision.
10. After the interview, collect the completed interview questionnaires from each Interview Panel Member.